

Posting Date: June 5, 2013

Request for Proposals Notification

Title: Town of Danville Safe Routes to School, Danville, Indiana (Des # 1298249) in the Crawfordsville District

Response Due Date & Time: June 27, 2013 at 3:30 p.m.

This Request for Proposals (RFP) is official notification of needed professional services. This RFP is being issued to solicit a letter of Interest (LOI) and other documents from firms qualified to perform engineering work on federal aid projects. A submittal does not guarantee the firm will be contracted to perform any services but only serves notice the firm desires to be considered.

Contact for Questions: Robert L. Roberts, Department Administrator
Town of Danville Public Works Department
1010 E. Broadway Street
Danville, IN 46122
(317) 745-5970, ext. 5971
rroberts@danvilleindiana.org

Submittal requirements:

1. Letter of Interest – (3) Copies (required content and instructions follow)
2. One (1) signed Affirmative Action Certification and associated required documents for all items if the DBE goal is greater than 0%.

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Selection Procedures:

Consultants will be selected for work further described herein, based on the evaluation of the Letter of Interest (LOI) and other required documents. The Consultant Selection Rating Form used to evaluate and score the submittals is included for your reference. LPA will short list the top 3 Consultants for interviews based on scoring from the Consultant Selection Rating Form (Technical Expertise, Project Manager & Approach to Project). The interview selection ranking will be determined by the weighted score totals with the highest score being the top ranked firm. The top 3 firms will then be evaluated based upon all criteria in Consultant Selection Rating Form. Final selection ranking will be determined by:

- ☒ The weighted score totals with the highest score being the top ranked firm
- ☐ Rank totals with the lowest rank total being the top ranked firm

Requirements for Letters of Interest (LOI)

A. General instructions for preparing and submitting a Letter of Interest (LOI).

1. Provide the information, as stated in Item B below, in the same order listed and signed by an officer of the firm. Signed and scanned documents, or electronically applied signatures are acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. LOI's shall be limited to twelve (12) 8 ½" x 11" pages that include Identification, Qualifications, Key Staff, and Project Approach.
3. LOI's must be received no later than the "Response Due Date and Time"; as shown in the RFP header above. Responses received after this deadline will not be considered. Submittals must include all required attachments to be considered for selection.

B. Letter of Interest Content

1. Identification, Qualifications and Key Staff

- a. Provide the firm name, address of the responsible office from which the work will be performed and the name and email address of the contact person authorized to negotiate for the associated work.
- b. List all proposed sub consultants, their DBE status, and the percentage of work to be performed by the prime consultant and each sub consultant. (See Affirmative Action Certification requirements below.) A listing of certified DBE's eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the "Prequalified Consultants" link on the Indiana Department of Transportation (INDOT) Consultants Webpage. (<http://www.in.gov/indot/2732.htm>).
- c. List the Project Manager and other key staff members, including key sub

consultant staff, and the percent of time the project manager will be committed for the contract, if selected. Include project engineers for important disciplines and staff members responsible for the work. Address the experience of the key staff members on similar projects and the staff qualifications relative to the required item qualifications.

- d. Describe the capacity of consultant staff and their ability to perform the work in a timely manner relative to present workload.

2. Project Approach

- a. Provide a description of your project approach relative to the advertised services. For project specific items confirm the firm has visited the project site. For all items address your firm's technical understanding of the project or services, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.

Requirements for Affirmative Action Certification

A completed Affirmative Action Certification form is required for all items that identify a DBE goal greater than 0%. The consultant must identify the DBE firms with which it intends to subcontract, include the contract participation percentage of each DBE and list what the DBE will be subcontracted to perform on the Affirmative Action Certification Form. **Copies of DBE certifications, as issued by INDOT, for each firm listed are to be included as additional pages after the form.**

If the consultant does not meet the DBE goal, they must provide evidence of a good faith effort to achieve the DBE goal; said evidence must be provided in additional documentation. Please review the DBE program based on set goals and complete the DBE Affirmative Action Certification form as applicable. What constitutes as a good faith effort is explained in detail within the DBE program information referred to above. If no goal is set, no Affirmative Action Certification form is required. Indiana Department of Transportation's (INDOT) DBE Program Information is available at the Indiana Department of Transportation's website.

A listing of certified DBE's eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the "Prequalified Consultants" link on the Indiana Department of Transportation (INDOT) Consultants Webpage. (<http://www.in.gov/indot/2732.htm>).

DBE subcontracting goals apply to all prime submitting consultants, regardless of the prime's status of DBE.

Work item details:

Local Public Agency: Town of Danville

Project Location: Town of Danville near Danville South Elementary and Danville Community Middle School

Project Description: The project consists of extending existing sidewalks, marking crosswalks, placing signage, constructing shared bike lanes, construction and design of major intersection crossings, and the construction of a multiuse trail to complete a safe route for students to walk and/or bike to school.

This project will construct a new 10' wide multi-use trail leading to both South Elementary and Danville Community Middle School. This trail will serve as a segment of the route linking the Town's existing network of sidewalks to the schools. The other pieces of this route will include shared bike lanes and a new 5' wide sidewalk constructed along W. Lincoln Street.

A new sidewalk will be constructed along W. Lincoln Street from Mackey Road east to the Barry Knoll Subdivision. This corridor serves as a collector route for residential areas near the school including two major apartment complexes and a fully developed neighborhood at Barry Knoll. The entire urbanized section of the Town feeds one way or another into W. Lincoln Street in route to accessing South Elementary and Danville Community Middle School. This project will install new sidewalks and ADA curb ramps along the W. Lincoln Street corridor.

Pedestrian and bicycle crossing improvements will be made at the intersections of W. Lincoln Street & Mackey Rd., W. Lincoln Street & Barry Knoll and at the South Elementary main entry drive. Crosswalk pavement markings along with pedestrian warning signs will be placed at these intersections. In addition, pedestrian-activated flashing crossing beacons will be installed for extra protection from motorists.

To connect eastern and western neighborhoods to the schools, new pavement markings and signs will be installed designating shared bike lanes along W. Lincoln Street from SR 39 to west of Danville Community Middle School. This improvement will help to designate the shared usage of the roadway for the improved safety of biking students along the Lincoln Street corridor.

To connect eastern and western neighborhoods to the schools, a new multi-use trail will be added along W. Lincoln Street from Mackey Rd. to Danville Community Middle School. The new multi-use trail will connect all existing sidewalks within adjacent areas and will, additionally, connect South Elementary and Danville Community Middle School to each other allowing for a complete route to both schools. The trail will have ADA compliant transitions.

To reduce traffic speeds along W. Lincoln Street, curb extensions will be provided at the W. Lincoln Street intersection with Barry Knoll Street along with raised curbs extending as needed to transition to a buffered sidewalk. This will assist in channeling traffic and reducing the pedestrian crossing distance. In addition, driver feedback signs will be installed along W. Lincoln Street to increase driver awareness and reduce speeds in the vicinity of the schools.

Bicycle parking racks will be installed on the South Elementary property in a prominent.

convenient and high visibility location.

Selected consultant responsibilities may include, but are not limited to, plan development, environmental document preparation, utility coordination, right-of-way engineering, real estate services, and construction phase services.

INDOT Des #: 1298249

Phases Included: PE, RW, CE

Estimated Construction Amount: \$249,725.00

Funding: 100% federal funding

Term of Contract: Until project completion

DBE goal: 0%

Required Prequalification Categories:

☒ 5.2 Environmental Document Preparation - CE

☒ 6.1 Topographical Survey

☒ 8.1 Non-Complex Roadway Design

☒ 13.1 Construction Inspection

☒ Additional Categories Listed Below:

☒ 10.1 Traffic Signal Design

LPA Consultant Selection Rating Sheet

Sample:

RFP Selection Rating for _____		Des. No. _____			
(City, County, Town, etc.) - or - (Local Public Agency)					
Consultant Name: _____		Services Description: _____			
Evaluation Criteria to be Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Past Performance	Performance evaluation score averages from historical performance data.				
	Quality score for similar work from performance database.			6	
	Schedule score from performance database.			3	
	Responsiveness score from performance database.			1	
Capacity of Team to do Work	Evaluation of the team's personnel and equipment to perform the project on time.				
	Availability of more than adequate capacity that results in added value.	1		20	
	Adequate capacity to meet the schedule.	0			
	Insufficient available capacity to meet the schedule.	-1			
Team's Demonstrated Qualifications	Technical expertise: Unique Resources that yield a relevant added value or efficiency to the deliverable.				
	Demonstrated outstanding expertise and resources identified for required services for value added benefit.	2		15	
	Demonstrated high level of expertise and resources identified for required services for value added benefit.	1			
	Expertise and resources at appropriate level.	0			
	Insufficient expertise and/or resources.	-3			
Project Manager	Predicted ability to manage the project, based on: experience in size, complexity, type, subs, documentation skills.				
	Demonstrated outstanding experience in similar type and complexity.	2		20	
	Demonstrated high level of experience in similar type and complexity.	1			
	Experience in similar type and complexity shown in resume.	0			
	Experience in different type or lower complexity.	-1			
	Insufficient experience.	-3			
Approach to Project	Project Understanding and Innovation that provides cost and/or time savings.				
	High level of understanding and viable innovative ideas proposed.	2		15	
	High level of understanding of the project.	1			
	Basic understanding of the project.	0			
	Lack of project understanding.	-3			
Location	Location of assigned staff office relative to project.				
	Within 50 mi.	1		5	
	51 to 150 mi.	0			
	151 to 500 mi.	-1			
	Greater than 500 mi.	-2			
		Weighted Sub-Total:			
<p>It is the responsibility of scorers to make every effort to identify the firm most capable of producing the highest quality deliverables in a timely and cost effective manner without regard to personal preference.</p> <p>I certify that I do not have any conflicts of interest associated with this consultant as defined in 49CFR18.36.</p> <p>I have thoroughly reviewed the letter of interest for this consultant and certify that the above scores represent my best judgment of this firm's abilities.</p>					
		Signature: _____			
		Print Name: _____			
		Title: _____			
		Date: _____			
(Form Rev. 3-30-10)					

Project_____

AFFIRMATIVE ACTION CERTIFICATION FOR DBE

I hereby certify that my company intends to affirmatively seek out and consider Disadvantaged Business Enterprises (DBEs) certified in the State of Indiana to participate as part of this proposal. I acknowledge that this certification is to be made an integral part of this proposal. I understand and agree that the submission of a blank certification may cause the proposal to be rejected. I certify that I have consulted the following DBE website to confirm that the firms listed below are currently certified DBEs:

https://financial.gmis.in.gov/psc/guest/EMPLOYEE/ERP/c/SOI_APPS_MWBE.SOI_DBE_CERT.GBL?&

I certify that I have contacted the certified DBEs listed below, and if my company becomes the CONSULTANT, these DBEs have tentatively agreed to perform the services as indicated.

I understand that neither my company nor I will be penalized for DBE utilization that exceeds the goal. After contract award, any change to the firms listed in this Affirmative Action Certification to be applied toward the DBE goal must have prior approval by INDOT's Economic Opportunity Division.

SUBCONSULTANTS**DBE SUBCONSULTANTS TO BE APPLIED TOWARD GOAL**

Certified DBE Name	Service Planned	Estimated percentage to be paid to DBE*

DBE SUBCONSULTANTS TO BE USED BEYOND GOAL

Certified DBE Name	Service Planned	Estimated percentage to be paid to DBE*

Estimated Total Percentage Credited toward DBE Goal: _____

Estimated Percentage of Voluntary DBE Work Anticipated over DBE Goal: _____

Name of Company: _____

By: _____ Date: _____

*It is understood that these individual firm percentages and dollar amounts are estimates only and that amounts paid may be greater or less as a result of negotiation of the contract scope of work. My firm will use good faith efforts to meet the overall DBE goal through the use of these or other certified and approved DBE firms.